

**From ILA's Leadership Jobs Board:**

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Senior Director, Undergraduate Business  
Santa Clara University  
Leavey School of Business  
Location: Santa Clara, CA, USA  
Closing Date: Until Filled  
Apply: <https://apptrkr.com/5794782>

**Senior Director, Undergraduate Business**

**Position Title:**

Senior Director, Undergraduate Business

**Position Type:**

Regular

**Hiring Range:**

\$83,500 - \$98,200 / Annual; Compensation will be based on education, experience, skills relevant to the role and internal equity.

**Pay Frequency:**

Annual

**A. POSITION PURPOSE**

The Senior Director, Undergraduate Business has primary oversight for all Academic Advising programs, services and support for undergraduate students within the Leavey School of Business (Leavey). This position is responsible for the direction, development, management, implementation and assessment of academic advising services within Leavey.

The Senior Director will oversee three functional areas around student engagement: 1) Peer Advising Program; 2) Faculty/Staff Advising Development; 3) Student Engagement.

The Senior Director is also responsible for the promotion of the Leavey School of Business and its students to both internal and external constituents. The Senior Director

serves as the chief liaison with the University's Drahmman Academic Advising Center, the greater university community and various external groups/organizations related to Academic Advising and Support Services. This strategic position is critical to the mission of the Business School as it serves as a key Leavey academic partner by distributing, understanding and distributing key academic advising and academic success data.

Additionally, the Senior Director will direct the office in the absence of the Senior Assistant Dean. Evening hours and occasional weekend work hours are required. This is a full-time, exempt position.

## **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Strategic Vision and Direction**

- Provides overall direction/strategy for academic advising and student engagement for student academic success that align with the mission of the business school and the university for undergraduate students.
- Strategically build ongoing partnerships with the university Drahmman Academic Advising Center, academic departments, academic administrative assistants, Office of the Registrar and other appropriate university offices/departments.
- Set departmental strategic goals (in alignment with Leavey/SCU ) to ensure the development, delivery and assessment of academic services outcomes and goals.
- Lead staff in strategically aligning goals and direction with overall outcomes for academic advising services and student engagement initiatives.

### **Program Management and Development**

- Oversee, direct and supervise all aspects of the Leavey academic advising and student engagement programs and support services.
- Vision and implement comprehensive academic advising services and student engagement to include new development in sophomore student success, direct advising support for first, 2nd and 3rd year students; major discernment; academic curriculum scheduling/policies/procedures oversight; academic requirement clarity and education.
- Strategically continue the development of existing specialized programs to include: Peer Advising program, Transfer peer advisors, Accounting peer advisors, faculty and student sophomore specialist; permission number oversight and distribution, and specialty student engagement related to academic success and requirement knowledge.

- Develop and manage a 3-5 year plan for academic advising and student engagement within Leavey.
- Lead, manage and create vision for faculty training and development in the area of academic advising.
- Oversee and direct all aspects of summer advising and registration sessions for incoming first year, transfer, internal transfer students and families.
- Oversight for determining academic policy and procedure changes, writing new policies and communicating these to both academic and university departments.
- Oversight for facilitation and implementation of academic support services such as but not limited to: graduation petition process, academic course waitlist process, low student enrollment, Leavey student registration for returning study abroad students, international student registration prerequisite approval process, faculty advisor selection/distribution and special projects as they arise with other university departments such as Office of the Registrar and the Drahmman Center.
- Responsible for adjudication of requests for waivers or exceptions to Leavey School of Business policies and procedures.
- Oversight for faculty, staff waiver/ exception committee for complex exceptions to Leavey School of Business policies and procedures.
- Supervision of Content Manager for all Undergraduate Business pages in University Bulletin and Core Curriculum document.
- Lead the staff in the production and execution of quarterly plans for academic advising workshops, seminars, panels, etc. to prepare undergraduate students for academic success.
- Oversee, direct and supervise all aspects of technology advances to assist with faculty and peer advising.
- Support recruiting efforts by presenting information and content on academic success of Leavey students.
- Academic liaison to Drahmman Advising Center, Office of the Registrar, CORE curriculum committee, Leavey School of Business faculty and staff on academic policies and procedures related to the Leavey undergraduate curriculum.

### **Budget/Funding implementation and cultivation**

- Manage staff budgets and external vendor contracts

- Develop and manage the annual operational budget for all advising service and related student engagement programs.
- Manage and develop staff and student assistant support.

### **Program Assessment/Evaluation**

- Collect feedback and evaluate advising programs within Undergraduate Business Programs Office for continuous improvement
- Review advising curriculum and programs to interface with Leavey academic curriculum and learning goals.
- Maintain a data driven approach to undergraduate program development and assessment.
- Evaluate advising services for enhancements and changes to offerings for current academic advising trends.
- Understand and share best academic advising practices from other universities.
- Coordinate and distribute current information on academic advising success as well as areas of challenge for faculty, staff and students.
- Makes recommendations on policies and procedures in consultation with appropriate university offices and committees.

### **Undergraduate Business Programs and Services**

- Participates in department and university committees as required.
- Contributes to building and sustaining department esprit de corps.
- Develops and maintains external outreach programs and functions in the area of academic advising and student engagement.
- Develops and maintains excellent communication and working relationships with administrative units on campus.
- Attend appropriate academic advising associations and present workshops as appropriate.
- Develops expertise in cultivating and securing program sponsorships and grants.
- Partners with Undergraduate Business staff on projects and initiatives.

- Completes other duties as assigned.

### **C. PROVIDES WORK DIRECTION TO**

- **3 Engagement Coordinators**

- Each provide direct academic advising/specialty engagement services coordination

- **Faculty Appointments**

- 4 Faculty Advisors for 1st and Sophomore students

- All undergraduate department faculty advisors

- **Office Program Assistants**

- 2-4 undergraduate program assistants

- **Student leaders and advisors**

- 30 Undergraduate Peer Advisors

- Provide direct advising to 1st and 2nd year students

### **D. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items below are representative of the knowledge, skills, abilities, education, and experience required or preferred.

- This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment
- Demonstrated knowledge and experience in developing, implementing and supervising staff and programs in the area of academic advising..
- Demonstrated organizational and communication skills.
- Demonstrated ability to strategically manage multiple programs.
- Demonstrated ability to cultivate collaborative relationships with internal and external constituencies.
- Demonstrated supervisory and leadership skills both within and external to the university setting.

- Preference for those who have an understanding of undergraduate academic advising needs and programs.
- Academic advising experience in a college/university setting preferred.
- Demonstrated expertise in academic advising and program development for undergraduate students.
- Previous experience with undergraduate students preferred.
- Commitment to understand and support Santa Clara University's distinctive Jesuit educational vision and willingness to model institutional values of competence, conscience and compassion, in pursuit of its mission and goals.

#### **E. ABILITIES**

- Ability to maintain a high level of confidentiality.
- Ability to exercise sound and appropriate judgment in a challenging work environment
- Ability to develop and present workshops pertaining to academic advising
- Dynamic team-player.
- Ability to work independently.
- Ability to multitask and prioritize workload
- Willing to work flexible hours.
- Positive attitude.

#### **F. EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree required, Master's degree preferred and 6-8 years related work experience in higher education or industry.

#### **G. PHYSICAL DEMANDS**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, SCU provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets skill, experience, education, or other requirements of the position, and who

can perform the essential functions of the position with or without reasonable accommodation.

- Considerable time is spent at a desk using a computer terminal. Evening office hours and occasional weekend work required
- May be required to travel to other buildings on the campus.
- May be required to attend conference and training sessions within Bay Area or in- or out-of-state locations.
- May be required to occasionally travel to outside customers, vendors or suppliers.

## **H. WORK ENVIRONMENT**

- The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.
- Typical office and computer lab environment.
- Mostly indoor office environment with windows.
- Offices with equipment noise.
- Offices with frequent interruptions.

## **EEO Statement**

### **Equal Opportunity/Notice of Nondiscrimination**

Santa Clara University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and California State laws, regulations, and executive orders regarding non-discrimination and affirmative action. Applications from members of historically underrepresented groups are especially encouraged. For a complete copy of Santa Clara University's equal opportunity and nondiscrimination policies, see <https://www.scu.edu/title-ix/policies-reports/>

## **COVID-19 Statement**

The health and safety of the University community is a top priority. The University strongly recommends that all employees are fully vaccinated for COVID-19 as the vaccination and boosters are safe, effective tools that significantly minimize the chances of serious illness and hospitalization. Please contact Human Resources if you have any questions.

## **Telecommute**

Santa Clara University is registered to do business in the following states: California, Nevada, Oregon, Washington, Arizona, and Illinois. Employees approved to telecommute are required to perform their work within one of these states.

## **Title IX of the Education Amendments of 1972**

Santa Clara University does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender, and prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Information about Title IX can be found at <http://www.scu.edu/title-ix>. Information about Section 504 and the ADA Coordinator can be found at <http://www.scu.edu/title-ix> <https://www.scu.edu/oea/>, (408) 554-4109, [oea@scu.edu](mailto:oea@scu.edu). Inquiries can also be made to the Assistant Secretary of Education within the Office for Civil Rights (OCR).

## **Clery Notice of Availability**

Santa Clara University annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view the Santa Clara University report, please go to the Campus Safety Services <https://www.scu.edu/campus-safety/clery-act-compliance/>. To request a paper copy please call Campus Safety at (408) 554-4441. The report includes the type of crime, venue, and number of occurrences.

## **Americans with Disabilities Act**

Santa Clara University affirms its commitment to employ qualified individuals with disabilities within the workplace and to comply with the Americans with Disability Act. All applicants desiring an accommodation should contact the <https://www.scu.edu/phonebook/Department-of-Human-Resources>, and 408-554-5750 and request to speak to Indu Ahluwalia by phone at 408-554-5750 or by email at [iahlwalia@scu.edu](mailto:iahlwalia@scu.edu).

**To view the full job posting and apply for this position, go to**  
<https://apptrkr.com/5794782>

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